



City of Harrisburg
Municipal Historic District
Certificate of Appropriateness Application

Stephen R. Reed, Mayor • Harrisburg City Council



INSTRUCTIONS

Please print legibly and complete all sections that relate to your proposed work. All applications must include photographs of building elevations viewable from public right of ways and other relevant supporting materials as indicated throughout this application or requested by City staff. Applications CAN NOT be processed without thorough explanations and adequate supporting materials. Incomplete applications will be returned to you.

Ten (10) sets of documentation must accompany applications. Applications must be received at The Bureau of Planning, 10 North Second Street, Suite 206, Harrisburg, PA 17101, by 5:00 p.m. on the scheduled deadline date to be reviewed at the next Harrisburg Architectural Review Board (HARB) meeting. If you have any questions regarding this form or the HARB process please call the Bureau of Planning at 255-3079.

PROPERTY ADDRESS: _____

CONTACT

Name _____ Phone (day) _____
Address _____ Fax _____
City, St., Zip _____ Email _____
Contact's Legal Standing (e.g. owner, contractor, lessee) _____

PROPERTY OWNER (if other than contact)

Name _____ Phone (day) _____
Address _____ Fax _____
City, St., Zip _____ Email _____

CONTRACTOR / DESIGNER (if other than contact)

Name _____ Phone (day) _____
Address _____ Fax _____
City, St., Zip _____ Email _____

PROPOSED ALTERATIONS

Building Type: ☐ Detached ☐ Semi-detached ☐ Row

Describe in detail all proposed exterior alterations to be performed.

Alteration will be visible from what street(s)? _____

EXTERIOR ALTERATIONS

Include photographs of the structure noting which feature(s) will be replaced and specifications and/or drawings of the proposed replacement feature(s). Please indicate below which elevations will be altered and the type of materials used. (i.e. wood, stone, brick, metal, slate, asphalt etc.)

Feature	Elevation	Original Material	Existing Material	Proposed Material
Wall Material				
Windows				
Doors				
Roof				
Cornices				
Brackets				
Shutters				
Columns				
Railings				
Other				

CANOPY/AWNING

Attach an image of the proposed canopy/awning with its specifications, sample of the covering material and plan for anchoring it to the building.

Frame material _____ Covering Material _____

Height from ground to bottom of frame _____

Location on building _____

Describe how it will be anchored _____

**Note – anchoring through mortar joints - not bricks - is preferred method.*

SIGNS

Attach a drawing of the proposed sign(s) and a photograph of the building indicating the sign placement and plan for anchoring to the building.

Type of material _____

Number of signs _____ Dimension of sign(s) _____

Describe how it will be anchored _____

**Note – anchoring through mortar joints - not bricks - is preferred method.*

FENCE/SCREENING

Attach a site plan indicating lot lines, buildings, and the proposed placement of the fence or other screening, and a photograph or drawing showing the general character of the fence. Describe the existing conditions and fence if there is one.

ADDITION

Attach a site plan indicating lot lines, buildings, and placement of the proposed addition as well as elevations of the proposed addition in relation to the existing and adjacent buildings.

Proposed use _____

Proposed material(s) _____

Location relative to the main structure _____

NEW CONSTRUCTION

Attach a site plan indicating lot lines, buildings, parking, fences, setbacks, landscaping, etc. Also attach drawings of each elevation including a front view that includes existing adjacent buildings. Photographs of buildings adjacent to and directly across the street from the proposed new construction are also required.

Type of building is proposed: (e.g. residential, office, etc.) _____

Exterior finished materials: Front _____

Sides _____ Rear _____

**Note: Complete other necessary sections of this application if the new construction will include demolition, signs, fences, or screening.*

DEMOLITION

Attach photographs of the building to be demolished and those adjacent to and directly across the street from the proposed demolition site.

Type of building being demolished:(e.g. commercial, residential, etc.) _____

Reason for demolition: _____

Future use of building site: _____

**Note: Complete other necessary sections regarding any proposed new construction, or fencing.*

CONTACT / OWNER CERTIFICATION

I hereby certify that the proposed work is authorized and that I agree to conform to all applicable laws of this jurisdiction. I understand that any falsification could lead to denial, criminal penalties, or revocation of any permits issued pursuant to this matter. Work will not commence prior to final approval.

Contact's Signature

Date

Owner's Signature

Date

The owner must sign this application, contact signature required when different from owner.

STAFF USE ONLY

Date Received _____

Missing Documentation _____

Deadline _____

Date Returned _____

HARB Date _____

After-the-fact Application Fee _____

HARRISBURG LAND USE BOARDS / 2005 SCHEDULE

(All meetings take place in Room 213, City Government Center, unless otherwise noted.)

Harrisburg Architectural Review Board

Meeting time: 6:00 P.M.

Meeting Date (1 st Monday unless noted)	Application Submission Deadline (Friday)
JANUARY 3, 2005	<i>December 17, 2004</i>
FEBRUARY 7, 2005	<i>January 28, 2005</i>
MARCH 7, 2005	<i>February 25, 2005</i>
APRIL 4, 2005	<i>March 24, 2005 (Thursday)</i>
MAY 2, 2005	<i>April 22, 2005</i>
JUNE 6, 2005	<i>May 20, 2005</i>
JULY 11, 2005 (2 nd Monday)	<i>June 24, 2005</i>
AUGUST 1, 2005	<i>July 22, 2005</i>
SEPTEMBER 12, 2005 (2 nd Monday)	<i>August 26, 2005</i>
OCTOBER 3, 2005	<i>September 23, 2005</i>
NOVEMBER 7, 2005	<i>October 28, 2005</i>
DECEMBER 5, 2005	<i>November 23, 2005 (Wednesday)</i>
Deadline for January 9, 2006 meeting: <i>December 23, 2005</i>	

Harrisburg Planning Commission

Meeting time: 6:30 P.M.

Meeting Date (1 st Wednesday unless noted)	Application Submission Deadline (Friday)
JANUARY 5, 2005	<i>December 10, 2004</i>
FEBRUARY 2, 2005	<i>January 14, 2005</i>
MARCH 2, 2005	<i>February 11, 2005</i>
APRIL 6, 2005	<i>March 11, 2005</i>
MAY 4, 2005	<i>April 8, 2005</i>
JUNE 1, 2005	<i>May 13, 2005</i>
JULY 6, 2005	<i>June 10, 2005</i>
AUGUST 3, 2005	<i>July 8, 2005</i>
SEPTEMBER 7, 2005	<i>August 12, 2005</i>
OCTOBER 5, 2005	September 9, 2005
NOVEMBER 2, 2005	<i>October 14, 2005</i>
DECEMBER 7, 2005	November 10, 2005 (Thursday)
Deadline for January 4, 2006 meeting: <i>December 9, 2005</i>	

Zoning Hearing Board

Meeting time: 6:00 P.M.

Meeting Date (2 nd Monday unless noted)	Application Submission Deadline (Friday)
JANUARY 10, 2005	<i>December 10, 2004</i>
FEBRUARY 28, 2005 (4 th Monday)	<i>January 14, 2005</i>
MARCH 14, 2005	<i>February 11, 2005</i>
APRIL 11, 2005	<i>March 11, 2005</i>
MAY 9, 2005	<i>April 8, 2005</i>
JUNE 20, 2005 (3 rd Monday)	<i>May 13, 2005</i>
JULY 18, 2005 (3 rd Monday)	<i>June 10, 2005</i>
AUGUST 8, 2005	<i>July 8, 2005</i>
SEPTEMBER 26, 2005 (4 th Monday)	<i>August 12, 2005</i>
OCTOBER 17, 2005 (3 rd Monday)	<i>September 9, 2005</i>
NOVEMBER 14, 2005	<i>October 14, 2005</i>
DECEMBER 12, 2005	November 10, 2005 (Thursday)
Deadline for January 23, 2006 meeting: <i>December 9, 2005</i>	

HARB

HPC

ZHB